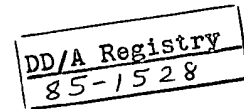




Washington, D.C. 20505



29 April 1985

Ms. Dane Kristan Felten  
13609 Mountain View Court  
Herndon, Virginia 22071

Dear Ms. Felten:

I wish to apologize for the unreasonable delay in refunding your retirement contribution. I certainly can understand your frustration and unhappiness with the system.

I have been advised that the delay occurred because of the adjustment of your final salary check in February 1985, due to re-computation of leave and, more importantly, due to an exceptionally large number of retirements and resignations in January 1985. The backlog has now been processed, and your retirement information forwarded to Office of Personnel Management for processing with payment expected in early June 1985.

If you have any additional questions concerning your retirement refund, please contact the Chief, Compensation Division,  or please feel free to contact me.

Sincerely,

/s/ Harry E. Fitzwater

Harry E. Fitzwater  
Deputy Director  
for  
Administration

C/CD/  (25 Apr 85)

Distribution:

Orig - Addressee

1 - DDA

1 - C/CD

1 - OF/Registry

REVISED: DDA/HEFitzwater:rj (29 April 85)

**ROUTING AND TRANSMITTAL SLIP**

Date

4/16/85

TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

1. D/FINANCE

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

#1 - FOR ACTION

PLS PREPARE RESPONSE FOR DDA'S SIGNATURE

SUSPENSE: 26 APRIL 1985

cc: D/PERSONNEL

DO NOT use this form as a RECORD of approvals, concurrences, disposals,  
clearances, and similar actions

Room No.—Bldg.

Phone No.

\* GPO: 1983 O - 381-529 (232)

FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

13609 Mountain View Court  
Herndon, Va. 22071  
April 10, 1985

Mr. Harry E. Fitzwater  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Mr. Fitzwater:

I am writing to you to enlist your help in collecting my retirement refund. I resigned from the Agency January 25. Upon processing out, I was informed that refunds of retirement deductions take 10-12 weeks to process.

On my last day, I called Finance/PAB/CD to make sure that they had received my SF 2802, Application for Refund of Retirement Deductions. I was told by Kevin that the SF 2802 had been received but they had to wait on the personnel action before they could start computing the refund. I called a week later and again talked with Kevin and was told they had received the personnel action. I called a third time, approximately February 15 and was told by Kevin that the paperwork had been forwarded to OPM and would take 6-8 weeks for OPM to process it.

It has now been 10 weeks and I have not received a check. I called Finance April 8 to inquire about the status of the refund. I talked with Hazel and was informed that they had not started processing my lump-sum refund. Hazel said they were waiting for a payroll clerk to compute the leave balance and also a clearance from Finance. (The payroll clerk checked with my administrative office at the time of my last payroll check and computed 4 hours LWOP which was deducted from my final check.) Hazel also stated that it would take an additional 6-8 weeks to process the refund. I inquired if everything could be finished in Finance that day to get the refund application to OPM but was told that it may take several days.

Obviously my paperwork has been overlooked for 10 weeks. I find this to be a frustrating situation over which I have no control even though a large sum of my money is involved. My husband and I have delayed filing our 1984 income tax as we planned on buying IRAs with part of the refund.

In the future I hope that employees will be given an accurate length of time in which to expect refunds and be kept informed of any problems that occur.

I think it is intolerable that anyone should have to wait 4 1/2 months for a lump-sum refund check. I would appreciate anything that can be done to expedite my refund. My work phone

STAT

Sincerely,

STAT